

HUMAN RESOURCES DIVISION
PHONE: (815) 724-4020
FAX: (815) 724-4039



150 WEST JEFFERSON STREET
JOLIET, ILLINOIS 60432-4158

EMPLOYMENT OPPORTUNITIES

JOB POSTING # 64-23
POSTED: 10/25/2023, 8:00 a.m.
EXPIRATION: until filled
TITLE: Public Safety Dispatcher I (Position Code #2254)
SALARY: \$43,213- \$80,095
DEPARTMENT: POLICE
DIVISION: TECHNICAL SERVICES – COMMUNICATION CENTER

TASKS OR DUTIES: (Illustrative)

Responds to requests for police, fire, and EMS services;
Becomes certified in LEADS/NCIC;
Becomes certified in CPR and EMD (Emergency Medical Dispatch), and provides medical instruction to those on the scene of an emergency as necessary;
Dispatches police units for an assigned geographical area in the City;
Dispatches fire units for the City;
Monitors the alarm monitoring system in the Communications Center;
Prepares and/or completes various reports and logs as necessary;
Operates various computer systems and networks as necessary to perform dispatching tasks;
Performs simple clerical tasks;
Performs other related duties as required.

PERIPHERAL DUTIES:

Provides backup to related positions in team atmosphere.

POSITION REQUIREMENTS:

Graduation from a high school or GED equivalent;
Some knowledge of modern Public Safety Communication Systems;
The ability to secure necessary information and to interpret the requirement to fire and police emergency situation under conditions of stress;
The ability to speak clearly in a well-modulated voice;
Good judgment;
The ability to keep records and to prepare reports from such records;
The ability to file records in the correct alphabetical or numerical order;
The ability to operate a computer; typewriter or similar keyboard mechanism;
Ability to type from rough draft or clear copy at the rate of 40 wpm;

Must successfully complete a minimum forty (40) hour Basic Telecommunications Course within one (1) year of assignment;
Must acquire and maintain LEADS certification within one (1) year of assignment;
Any equivalent combination of experience and training which provides the required knowledge, skills and ability;
Skill in operation of listed tools and equipment;
Must acquire and maintain EMD/CPR certification within one (1) year of assignment.

TOOLS AND EQUIPMENT USED:

Personal computer, copy machine, fax machine, LAN and CAD terminals.

SPECIAL REQUIREMENTS

Must reside within the City of Joliet and/or reside within the City of Joliet within eighteen (18) months from the date of hire if the date of hire is after February 16, 2016.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview and reference check; job related test may be required.

The duties listed above are only as illustrations of the various types of work that may be performed in the various departments. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

A full job description is available in Human Resources upon request.

EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER